

STANDARDS AND PROCEDURES			ARIZONA DEPARTMENT OF ADMINISTRATION	IT DIVISIONS (ISD & ITSD)
Section:	06	Title:	Information Security	
Sub Section:	05	Title:	Communications	
Document:	07	Title:	Shipping/Handling Information	

## 1. STANDARD

The handling of confidential or valuable hard copy or storage medium information will follow steward's Sharing Agreements instructions, established State controls, and ISD security procedures.

### 1.1. Summary of Standard Changes

### 1.2. Purpose

Ensure confidentiality and protection of sensitive or valuable information.

### 1.3. Scope

Applies to all hard copy or storage medium information sources transported from one site to another site.

### 1.4. Responsibilities

### 1.5. Definitions and Abbreviations

### 1.6. Description of Standard

### 1.7. Implications

### 1.8. References

### 1.9. Attachments

## 2. (TITLE) PROCEDURES

### 2.1. Summary of Procedure Changes

### 2.2. Procedure Details

### 2.3. References

### 2.4. Attachments

## 3. (TITLE) PROCEDURES

### 3.1. Summary of Procedure Changes

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### **3.2. Procedure Details**

### **3.3. References**

### **3.4. Attachments**

## **4. (TITLE) PROCEDURES**

### **4.1. Summary of Procedure Changes**

### **4.2. Procedure Details**

### **4.3. References**

### **4.4. Attachments**